

Person Specification – Finance Officer

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of students, staff and parents.

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> Right to work in the UK. High standard of numeracy and literacy. 	<ul style="list-style-type: none"> Desirable to have qualifications within the field of finance (or willingness to work towards)
Relevant Experience	<ul style="list-style-type: none"> Experience of working with day to day financial systems. Experience of processing financial requests and financial procedures, including purchase ledger and accounts receivable. Experience of liaising with pupils, non-financial staff members and external suppliers and resolving queries. 	<ul style="list-style-type: none"> Experience of using PS Financials Experience of providing effective administrative and financial support, ideally within an education setting.
Knowledge and understanding	<ul style="list-style-type: none"> Competent user of Microsoft Office and confident to learn and use new technologies. 	
Skills and aptitudes	<ul style="list-style-type: none"> Excellent administrative and organisational skills. 	
Competencies	<p><i>Working with people:</i></p> <ul style="list-style-type: none"> Listens well, communicates clearly and fluently Maintains confidentiality, integrity and discretion Adapts to the team and helps to build team spirit Relates well to people at all levels <p><i>Coping with pressure and setbacks:</i></p> <ul style="list-style-type: none"> Works productively in a high pressure environment <p><i>Adapting and responding to change:</i></p> <ul style="list-style-type: none"> Adapts to changing circumstances 	

	<ul style="list-style-type: none"> • Ability to rapidly learn new tasks and financial processes <p><i>Organising and executing:</i></p> <ul style="list-style-type: none"> • Sets high standards for quality and quantity • Works in a systematic, methodical and orderly way • Follows procedures and policies • Manages time effectively <p><i>Enterprising and performing</i></p> <ul style="list-style-type: none"> • Accepts and tackles goals with enthusiasm • Uses technology to achieve work objectives 	
Values	<ul style="list-style-type: none"> • Personal vision is aligned with Trust's high aspirations and expectations of self and others • Genuine passion and a belief in the potential of every student • Motivation to continually improve standards and achieve excellence above norms. 	
Other	<ul style="list-style-type: none"> • Promotes and defends equal opportunities • Commitment to the safeguarding and welfare of all pupils • This post is subject to an enhanced Disclosure and Barred Service check • Promoting the stated aims and policies. 	